



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

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1463 CHESTNUT GROVE ROAD
DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

June 20, 2017

MEMBERS PRESENT

David J. Roberts, Chairman
Alan Robinson, Jr., Vice Chairman
Tom DiCristofaro
Ron Marvel
Lynn Truitt
Marvin C. Sharp
Joseph M. Zeroles

ALSO PRESENT

Rae Mims, Deputy Attorney General
Patrick Matthews M.D., BLS Medical Director
Sherry Lambertson, Executive Specialist
David J. Truax, Investigator/Compliance Officer
Grover P. Ingle, State Fire Marshal
Robert P. Newnam, Director, State Fire School

GUESTS

Ted Walius, DVFA
Richard Toulson, Seaford Fire Co.
Robert E. Quillen, Jr., Hartly Fire Co.
Richard Perillo, Brandywine Hundred Fire Co.
Warren Jones, DVFA
Elmer Steele, DVFA
W. Mike McMichael, DSEMSA
Anthony Spiezio, DTI
Sarah Timmons, Raymond F. Book & Associates
Ray Book, Raymond F. Book & Associates
Bill Betts, DVFA

CALL TO ORDER

Chairman Roberts called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MAY 16, 2017 COMMISSION MEETING MINUTES

It was moved by Vice Chairman Robinson, and seconded by Commissioner Truitt that the minutes of the May 16, 2017 Commission meeting be approved. Motion carried by unanimous vote.

REPORT OF THE STATE FIRE MARSHAL

INFORMATIONAL ITEMS

Personnel Items

The Administrative Specialist I position in New Castle County remains dormant due to the hiring freeze.

Ted Walius, Part Time Fire Inspector submitted his retirement letter after 13 years of employment with the Office of State Fire Marshal. His last day will be June 29, 2017. He has done a great job and will be missed. Fire Marshal Ingle wishes him luck in his future endeavors.

John Reedy, Fire Protection Specialist II submitted his retirement letter after 9 years of service, which will be effective July 31, 2017. He's been an asset to the agency and will be missed. Fire Marshal Ingle wishes him luck in his future endeavors.

It was moved by Commissioner Dicristofaro, seconded by Commissioner Zeroles to send the Fire Marshal retirees letters of appreciation. Motion carried by a unanimous vote.

Fire Injuries/Fire Fatality Update

Fire Marshal Ingle reported that Delaware suffered three fatalities so far in 2017.

Fire Marshal Ingle reported that the victim in the April, 2017 Alder Park fire succumbed to his injuries at Crozer Hospital. The cause of his death was thermal burns and the incident remains under investigation.

Fire Injuries/Fire Fatality Update cont.

Thursday, June 15, 2017 at 6:49pm, Wilmington Manor Fire Company and other New Castle County Fire Companies were dispatched to a structure fire with a burn victim in the unit block of Third Avenue, Midvale. Upon arrival of the first due Engine, smoke showing was reported and a burn victim had been removed from the structure.

The victim was treated by paramedics and transported to Christiana Hospital with life threatening injuries. The victim was later transferred to Crozier where the victim succumbed to those injuries early June 16, 2017. There were no working smoke alarms in the structure. The incident is under investigation.

New Castle Site – Water Issue Update

Fire Marshal Ingle reported that the water issue at the New Castle County Division has been resolved. The project has been completed and past all testing requirements.

Dover Office

Facilities Management is in the process of putting on a new roof at the Dover office. The project will take approximately two months to complete. They are also in the beginning stages of a project that will replace the cooling tower in Kent County.

Delaware Burn Camp

Fire Marshal Ingle has appointed Jennifer Adams, Juvenile Firesetter Intervention Coordinator to the Delaware Burn Camp Board of Directors on behalf of the agency.

Camp Fury

Rebecca Legar, Senior Juvenile Firesetter Intervention Coordinator has been requested to participate with the Delaware State Fire School, Camp Fury. She will be participating with respect to the Juvenile Programs.

DTI Update

Fire Marshal Ingle reported issues have been on going with the phones and computers at both the Fire School and Fire Marshal Office. They have been down numerous times a day. The State help desk brought Verizon into the conversation and it was learned that the issue was on the part of Verizon. Fire Marshal Ingle has kept Anthony Spiezio of

DTI Update cont.

DTI in communication of what is happening. Verizon replaced a bad part in the system on June 19, 2017 stating this should clear up the problems with connect ability.

Fire Marshal Ingle thanked Anthony Spiezio for all that he does.

Lewes – Chief of Police

March 31, 2017, Assistant State Fire Marshal Chionchio and Chief Deputy Harry Miller met with the Lewes Chief of Police and the City Manager to introduce the agency because both of the Police Chief and City Manager are fairly new. Part of the discussion was with regard to the fireworks in Lewes. Fire Marshal Ingle reported that an article went out in the Cape Gazette from the City of Lewes. His agency did not play a part in the article.

The City Manager requested a summary letter of what was discussed at the meeting. The City Manager had that letter put on the City Council agenda. The Office of State Fire Marshal attended the Council meeting on June 12, 2017. The Council asked an attending Fire Marshal why they were coming down two weeks prior to the July 4th holiday. The upcoming holiday had nothing to do with the meeting. It was merely a meet and greet for the Office of State Fire Marshal to offer their assistance as they've done in the past.

Some complaints have been received about the ongoing events in Lewes with fireworks on the beach. The beach belongs to the City of Lewes. The Office of State Fire Marshal was not telling the City to have a public fireworks display or how to conduct business. It was merely a review of law with the Chief of Police and the City Manager with an offer of assistance of resources as available.

Fireworks Release

Fire Marshal Ingle reported that the annual fireworks release has been completed.

Large Loss Fire

May 22, 2017, at approximately 5am, Felton Fire Company responded to a large loss fire on West Evens Road. It was a 2 story dwelling that was heavily involved upon arrival. No one was home at the time of the fire. Two canines were found deceased inside of the structure. The structure was mostly collapsed and damaged is estimated at over \$150,000. The incident remains under investigation.

Large Loss Fire cont.

May 25, 2017, at approximately 5pm, Hockessin Fire Company responded to a large loss fire on Neptune Drive in Northstar Development. The flames were through the roof upon the fire department's arrival. The cause of fire was determined to be faulty electrical wiring. Seven occupants escaped without injuries. Damages are estimated at over \$300,000.

May 30, 2017, at approximately 6:20am, Indian River Fire Company responded to a fire at Lingo Creek Apartments at the Shops of Long Neck. An unattended candle came into contact with bedding inside of the structure. Fortunately, this fire was contained to the one area by a sprinkler system.

June 6, 2017, at approximately 6:00pm Delmar Fire Company responded to a call on Raceway Road for a burn victim. The victim was pumping fuel that was used to transfer fuels used for racing vehicles into a plastic drum when a flash fire occurred. He was transferred to Bayview Hospital in Baltimore with 2nd and 3rd degree burns on the right side of his neck and waist. They were non-life threatening injuries. The victim has been released from the hospital.

June 6, 2017, at approximately 10:00pm Harrington Fire Company responded to a building fire call on Dupont Highway at the Harrington American Legion. An individual was found in the men's room with his cloths on fire as well as a fire in the building. The victim was transferred to Crozer Hospital in critical condition. The fire and smoke alarm were in working order. The smoke alarm notified the occupants of the building and they were able to get out. It was a small fire within the building. The incident remains under investigation.

June 10, 2017, at approximately noon Bethany Beach responded to a fire in Sea Colony on North Edgewater House Road. A small appliance (counter toaster) caused minor fire damage within the unit. There was fire and water damage throughout the high rise structure. This is one of the older buildings built prior to sprinkler requirements.

DFIRS Incidents Received

TOTAL STATE PARTICIPATION IN COMPLIANCE
79 %

DELINQUENT DEPARTMENTS

New Castle County	
Holloway Terrace	April
Cranston Heights	April
Townsend	February - March
Belvedere	November – December 2016
Kent County	
Bowers	January – March
Cheswold	November – December 2016 & January – April 2017
Dover	March – April
Hartly	April
Houston	January – April
Little Creek	April
South Bowers	January - April
Sussex County	
Ellendale	April
Greenwood	April

OVERDUE REPORTS BY DAYS

30 Days	60 Days	90 Days	90+ Days
6	1	1	5

Source: DFIRS Incidents received as of 6/05/17.

REPORT OF THE STATE FIRE SCHOOL DIRECTOR

Director

- New Castle County expansion project – A construction meeting is scheduled for June 19, 2017. The Office of State Fire Marshal has been very helpful with the water project.
- Kent County Site Plan has been approved. A waiver was granted for the sidewalks and landscaping on June 8, 2017.
- Thermal Imaging Camera was received from Draeger for the Fire School and also one for the UAV unit.
- DSFS has submitted a request for upgrade assistance from DTI on the Fire School Student Record Software System.
- Remedial Training proposal and information submitted to Commission for review.
- DSFS was quoted in the NFPA Information Sheet for Fire Prevention Week.
- Draeger presented DSFS a Thermal Imaging Camera.
- Request for use of Divisions summer months.
- DVFA Conference HOT Training: DSFS will co-host training - Phase V Fire Behavior/burn prop
- 76% of Students in the Spring EMT Course have passed the National Registry EMT certification.
- Rescue Tool Funding – Companies that have not expended their funds. At the end of the third year, the funds will revert back to the state general fund. This has never happened before.
 - Two years – Port Penn, Belvedere, Wilmington Manor
 - One year – Brandywine Hundred, Claymont, Odessa

Staff Activities

- NY Public Education Conference – O'Malley
- Press Conference for 2016 AFG grant – May 22 – Dempsey and staff
- Responded Helicopter incident - 259 Quigley Blvd., New Castle – Brennan, Ingram
- NFPA Conference – June 3rd – 6th - Lowe

- SERC Information & Technology committee – Miller
- Article News Journal – FF Camp and Camp Fury – Dempsey and Miller
- Haz. Mat. Conference – Baltimore – Brennan, Ingram, Stephens
- Governor's Proclamation for Campus Fire Safety and Fire Prevention week – Lowe working on
- Delaware State Fair – July 20th – 29th – Staff, Office Staff and Instructors – Lowe coordinates

Programs/Courses

Figures in red are reference to last year's comparison of class attendance.

- Current Month
 - Vehicle Rescue – 32 students (31)
 - Driver Operator – 34 students
 - EVO – Kent weekday - 39 students (14)
 - Traffic Management – Sussex Division – 3 students
 - Fire Inspector II weekday class – 12 students
 - RIT Basic – 16 students
 - Planning and Evaluation Staff Meeting – this week
 - Blue Card ICS Course – 5 students
 - Junior Fire Camp – June 26 – 30, 32 attendees
 - Camp Fury in August – 10 attendees currently
- Divisions Usage
 - New Castle Division – 13 scheduled
 - Kent Division – 10 scheduled
 - Sussex Division – 2 scheduled
- Additions – Revisions
 - Development of lesson plans and SOPs for Phase V Training Prop
 - Development of lesson plan and visuals for AFG grant application prep – Lowe

EMS

- Current Month
 - CEU programs – 5 classes scheduled (13)
 - EMT June weekday program – 22 students (20)
 - EMT July weekday program – 20 students
 - Protocols – full course – 6 students

Public Education and Injury Prevention - Activity Report

- Current Month
 - Fire Safety Programs – 9 scheduled (5)
 - DSFS Tours – 1 scheduled (1)
 - Fire Safety Displays - 4 scheduled (4)
 - Life Safety Programs – 9 scheduled – 1 Display (3)

Maintenance – Building and Grounds

- Fire Safety storage building complete and in-service – Sussex Division
- Sidewalk completed around the fire training prop – Dover Center
- Office remodel – Director Newnam submitted a draft drawing plan of a possible reconfiguration of the Kent County Division to change the office space and include a Computer lab classroom in the existing building. Director Newnam stated that the staff had no concerns with his plan as presented at the P & E meeting.

Financial

- Past Due Billings
 - 30 days – 4,275.00
 - 60 days – 2,085.00
 - 90 days – 140.00
- 20678 Tuition Fund – 838,365.00
- Accounts receivable – 141,374.00
- Revenue Comparison
 - Tuition – 2017 – 72,704.00, 2016 – 107,893.00
- Special Funds Summary – The Special Funds Summary report was submitted to the Commissioners for review.
- Expenditure Report – The Expenditure report was submitted to the Commissioners for review.

Staff and Office Staff Meeting Minutes

Staff and office staff meeting minutes were submitted for Commission review.

Fire School Action Items

- Remedial Training Proposal – attachment
 - Recommend that the SFPC adopt the EMT Remedial Training as presented.
 - That the tuition charges may be revised by the Director annually
 - Modules may be added or removed by recommendation of the Commission's Medical Director.

REPORT OF BLS MEDICAL DIRECTOR

The manuscript of the CPAP Pilot Program that is to be published in the Prehospital Disaster Journal has been approved for an August print date. It highlights the success of the state program and the providers who participated.

Dr. Matthews will release two memos to the EMS Community through Sherry of the Fire Prevention Commission. The goals of the first memo is for educational purposes with regard to the Opiate Epidemic. It is regarding proper naloxone administration during our continued opiate overuse epidemic. There are reports circulating regarding BLS administering 2mg of naloxone to patients in cardiac arrest without first initiating proper CPR. The goals of this memo are to stress managing ABCs first and administer naloxone per protocol when ABCs are being managed appropriately. Additionally naloxone should be administered as 1 mg dose per administration by BLS. Although some of the more potent opiate combinations may require additional doses of naloxone for successful reversal of respiratory depression, no single dose should be higher than 1 mg for BLS. The higher dosing of naloxone can pose multiple risks to both patients and EMS providers.

The second memo is regarding "Divert Status" as well as patients that may want to go to a different hospital than the closest one available. The memo will be released to all BLS agencies regarding a guidance "script" approved by OEMS for use by EMS throughout Delaware when a patient requests transport to an ED on divert. The goal of this message is to describe the concept of divert status to patients requesting transport to an emergency department on divert using clear and concise language in a consistent fashion throughout the State.

REPORT OF THE INVESTIGATOR/COMPLIANCE OFFICER

40 Annual Ambulance Unit Inspections
0 New Unit Inspections
9 Complaints Received
3 Arrest Notifications were received.
0 Self Report

2016 – 2 Open Cases
2017 – 12 Open Cases

Request Closure on Case No. 1616. This was a patient care concern. After a thorough review, Deputy Attorney General Kogut and Dr. Matthews recommended the case be completed through a Medical Director review. The EMT completed an educational review with Dr. Matthews where he passed the knowledge tested Epi Pen use in the BLS Protocols. It was moved by Commissioner Dicristofaro, seconded by Commission Marvel to close case No. 1616 per the Deputy Attorney General's recommendation. Motion carried by a unanimous vote.

Request Closure on Case No. 1707. This was a patient care concern. After a thorough review, Deputy Attorney General Kogut and Dr. Matthews recommended the case be completed through a Medical Director review and suggested remedial training through the Delaware State Fire School. The EMT completed an educational review with Dr. Matthews and remedial training through the Fire School. It was moved by Commissioner Dicristofaro, seconded by Commission Marvel to close case No. 1706 per the Deputy Attorney General's recommendation. Motion carried by a unanimous vote.

REGULAR SESSION

ACTION ITEMS

Remedial Training Fees – Review and Possible Adoption

Per a request at the regular May, 2017 commission meeting, Director Newnam presented a proposed Template of Remedial Training provided by the Delaware State Fire School and associated fees. It was moved by Commissioner Dicristofaro, seconded by Commissioner Truitt to accept and adopt the "Remedial Training Fee Schedule" as presented. The Director of the Delaware State Fire School may update fees as necessary and the BLS Medical Director can update and/or add remedial training classes as needed. The Fire School would develop those remedial training classes as needed. A fee change or remedial training change will be brought before the Commission as an update. Motion carried by a unanimous vote.

Indian River Fire Company – Audit Extension Request

President Patrick Miller of Indian River Fire Company submitted a letter via email requesting a submission extension for the annual audit report. Sarah Timmons, Partner with Ray Book and Associates addressed the Commission with regard to Indian River Fire Company's extension request. She stated that President Patrick Miller contacted Ray Book and Associates on March 17, 2017 to change accounting firms. They initially requested a review as they have done historically. The financials received from their previous accountants was missing needed items. Indian River Fire Company requested a full audit on April 8, 2017. Ladies Auxiliary information and financial statements were not received until June 10, 2017. President Miller requested an extension on May 28, 2017 knowing that Ms. Timmons didn't have the ladies auxiliary information. It was not in the form of an accounting software from Indian River Fire Company, so the information could not be audited without being entered into software by the firm. Ms. Timmons stated that she is hopeful that it will be completed within a week, but the fire company still has a process that they approve the financials and the 990 Form. Ms. Timmons raised awareness that a full financial audit can take up to a month going through all of the transactions. Indian River Fire Company uses Quicken software that is only accounts receivable and payable. It does not offer any kind of balance sheet so when a CPA receives their information, they must then formulate a balance sheet and income statements. It will take a little more than a month for Book and Associates to complete the full audit because it is their first year with Indian River Fire Company. Ms. Timmons believes that she can complete the audit for submission by the due date of July 15, 2017 within a couple of days. Ms. Timmons requested clarification in the future with regard to a required "Letter of Observation". A "Letter of Observation" is required with a financial review. A "Board Communication Letter" is required with a full audit. Ms. Timmons will submit the Board Communication Letter in place of the Letter of Observation for Indian River Fire Company.

Commissioner Dicristofaro asked if a 30 day extension was enough time for Ms. Timmons to complete the audit and she responded that she believed that it was.

Commissioner Marvel asked how long it takes to do a review or a full audit. Ms. Timmons responded that a review with an established company takes approximately two weeks. A full audit takes a month because you have to understand their internal controls and test everything.

It was moved by Vice Chairman Robinson, seconded by Commissioner Sharp to grant a 30 day extension to Indian River Fire Company with a Rule to Show Cause hearing to be set at the July 18, 2017 regular Commission meeting to provide proof of a hardship. Motion carried by a unanimous vote.

Delaware Burn Camp – Fire Prevention Commission Responsibilities

Chairman Roberts reported that he had some clarification questions last month with regard to the responsibilities of the Commission with the Delaware Burn Camp. He wanted to know if the Commission had any oversight or are just a board member. It was confirmed with further review that the statute states the Fire Prevention Commission holds a seat on the Board of Directors. They receive meeting minutes and no more. Chairman Roberts requested a commissioner to let him know if they would like to be appointed to the board.

Selbyville Volunteer Fire Co., Inc. – Audit Extension Request

President Douglas M. Hudson submitted a letter requesting a submission extension for the annual audit report. He stated that he delivered the 2016 information to Jefferson, Urian, Doane & Sterner PA in January 2017, but has not received the review to date. It was moved by Commissioner Sharp, seconded by Commissioner Dicristofaro to grant a 30 day extension to Selbyville Volunteer Fire Co., Inc. with a Rule to Show Cause hearing to be set at the July 18, 2017 regular Commission meeting to provide proof of a hardship. Motion carried by a unanimous vote.

Aetna Hose Hook and Ladder Fire Co. – Audit Extension Request

President George Robinson and Treasurer submitted a letter requesting a submission extension for the annual audit report. The request was for an extension until June 30, 2017. They are awaiting the completion of their end of year financials from their accountants. The accounting firm that they utilize has advised them to request the extension and they will be completed by the end of the month. It was moved by Commissioner Sharp, seconded by Commissioner Dicristofaro to grant a 30 day extension to Aetna Hose Hook and Ladder Fire Co. with a Rule to Show Cause hearing to be set at the July 18, 2017 regular Commission meeting to provide proof of a hardship. Motion carried by a unanimous vote.

NEW BUSINESS

Audit Compliance Committee Appointment

Chairman Roberts asked Vice Chairman Robinson to work on finding a replacement for Alan Metheny on the Audit Compliance Committee. Vice Chairman Robinson will keep the commission apprised.

Ambulance Fund

Commissioner Dicristofaro requested that DVFA Commissioner Joe Zeroles work through the DVFA to determine the reason Delaware Alderman Courts are not participating in the tickets related to the ambulance fund. He asked if determine if new legislation needs to be created to correct the concerns.

REGULAR BUSINESS

No report at this time.

GENERAL INFORMATION

No report at this time.

CORRESPONDENCE

No report at this time.

MISCELLANEOUS INFORMATION

No report at this time.

GUESTS

CPA Question & Answer for Commissioners

Commissioner Dicristofaro stated that his fire company (Claymont) received discipline from a former Audit Compliance Committee member with regard to a PA Firm being used to do the company review several years ago. He wanted to know how this previous committee member with Selbyville Fire Company could now use a PA Firm instead of a CPA Firm. State Auditor Tom Wagner attended a regular Commission meeting last year and stated that it was not good if a company was not using a CPA Firm.

Commissioner Dicristofaro asked Ray Book why can't a CPA that is working for a PA Firm sign off on a review. Mr. Book stated that PA in the case of Selbyville Fire Company relates to "Professional Association". That is a corporation under the laws of the State of Delaware. They are a CPA Firm. His company is "Raymond Book & Associates, P.A." The "P.A." stands for Professional Association. Commissioner Dicristofaro stated that Claymont Fire Company used S & C Associates P.A. in Middletown and was told that they were not approved per regulation. In the case of the

CPA Question & Answer for Commissioners cont.

company that Claymont Fire Company employed several years ago, the “P.A.” was a “Public Accounting” Firm with a CPA on staff. There is a big difference. A “Professional Association” in a CPA Firm is not the same as a CPA that is not licensed with Professional Regulations. The Commission was very thankful for this clarification.

Ray Book suggested that the Commission consider requesting a letter from the CPA Firm as well as from the fire company when the company is requesting an extension. This would afford the commission the ability to know both sides of the request. When the CPA is not in the room at a hearing, it’s very easy to say it’s their job for the work not being done. Sometimes it is, but it is often an issue of not receiving information in a timely manner. A letter from the CPA would not be a hardship at all.

Mr. Book reported that he and his firm do a lot of community outreach with the Delaware fire service and give presentations of the importance of internal controls, audit requirements and other subjects helpful to the fire service as corporations. Commissioner Dicristofaro and Chairman Roberts have heard the presentation and felt it was extremely professional and helpful. Mr. Book commented that he’s pleased with the reputation of his firm. In forty years, they have been late one time without filing an extension in advance. Chairman Roberts thanked Ray Book and Sarah Timmons for attending and sharing their expert information. It was very helpful and appreciated.

REPORT OF THE COMMISSIONERS

Commissioner Joseph Zeroles

Commissioner Zeroles reported that he attended the Monthly Fire Prevention Commission Meeting, Kent County Fire Chief’s Association Meeting, State Fire Police Meeting, New Castle County Firemen’s Association Meeting, New Castle County Fire Police Meeting, and DVFA Executive Meeting.

Commissioner Ron Marvel

Commissioner Marvel reported that he attended the Monthly Fire Prevention Commission Meeting, Seaford Fire Department Meeting, State Chief’s Meeting and Smyrna Replica Meeting.

DATE OF NEXT MEETING

July 18, 2017 – 9:00 AM
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

ADJOURNMENT

It was moved by Commissioner Dicristofaro, and seconded by Vice Chairman Robinson that the meeting be adjourned. Motion carried by a unanimous vote. The meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Sherry R. Lambertson

Sherry R. Lambertson
Executive Specialist

sl/